



Small Business Emergency Bridge Loan: How to Complete an Application

*DEO, Office of Small and Minority Business Capital
Michael DiNapoli, Director*



EMERGENCY BRIDGE LOAN OVERVIEW

- The Florida Small Business Emergency Bridge Loan is a short-term, interest-free working capital loan intended to “bridge the gap” until a business has secured longer term recovery resources.
- The Emergency Bridge Loan Program is administered by the Florida Department of Economic Opportunity in partnership with and assisted by the Florida SBDC Network and Florida First Capital Finance Corporation.
- Eligible businesses:
 - For-profit, privately held business located in Florida.
 - Business must have been established prior to March 9, 2020, and suffered economic injury as a result of the designated disaster.
 - Must be a business with between two and 100 employees.
- Available to businesses in all 67 Florida counties.

EMERGENCY BRIDGE LOAN OVERVIEW

- Loan Term:
 - 1 year from the date the closing documents are signed; the loan defaults after 1 year.
- Loans are made to individual(s) who own, individually or collectively, at least 51% of an Eligible Business.
- Only one loan may be made per eligible business. All previous bridge loans received by that business must be paid in full.
- Amount:
 - \$50,000 per business.
- Interest-free for one year. This is not a term loan.
- Application Deadline:
 - May 8, 2020.

EMERGENCY BRIDGE LOAN OVERVIEW

www.RebuildFlorida.gov

Rebuild Florida

Home > Rebuild Florida

Select Language

[Click Here for the COVID-19 Florida Small Business Emergency Bridge Loan](#)

[Click Here for Rebuild Florida Center Closures Due to COVID-19](#)

REBUILDING FLORIDA COMMUNITIES

Helpful Information

- ▶ Housing Repair
- ▶ Business Recovery
- ▶ Contracting with Florida
- ▶ Action Plan
- ▶ Rebuild Florida News
- ▶ Testimonials
- ▶ Mailing List

- Click the top red button prompting you to “Click Here for the COVID-19 Florida Small Business Emergency Bridge Loan” for more information and to apply.



BUSINESS RECOVERY

[Home](#)

[Apply Here](#)

The Florida Small Business Emergency Bridge Loan COVID-19

Emergency Bridge Loan

If your small business has sustained economic injury as a result of COVID-19 and is located in Florida, you are eligible for financial assistance through the Florida Small Business Emergency Bridge Loan Program. INTEREST-FREE DISASTER “BRIDGE” LOANS UP TO \$50,000 are currently available to help expedite the recovery process for damaged businesses. These loans are designed to help impacted small business owners meet immediate financial obligations until long-term financial recovery resources are secured, such as sufficient profits from a revived business, receipt of payments on insurance claims or federal disaster assistance.

DESIGNATED COUNTIES

All 67 counties in Florida.

APPLICATION PERIOD

Applications will be accepted under this program through May, 8, 2020, contingent on availability of funds.

LOGIN OR SIGN-UP



Sign In



REBUILDING FLORIDA BUSINESSES

In order to begin your [Rebuild Florida Business Loan Fund Application](#)
or [Small Business Emergency Bridge Loan Application](#)

[Click Here to Sign In](#)

OR

[Create an account so you can return anytime.](#)

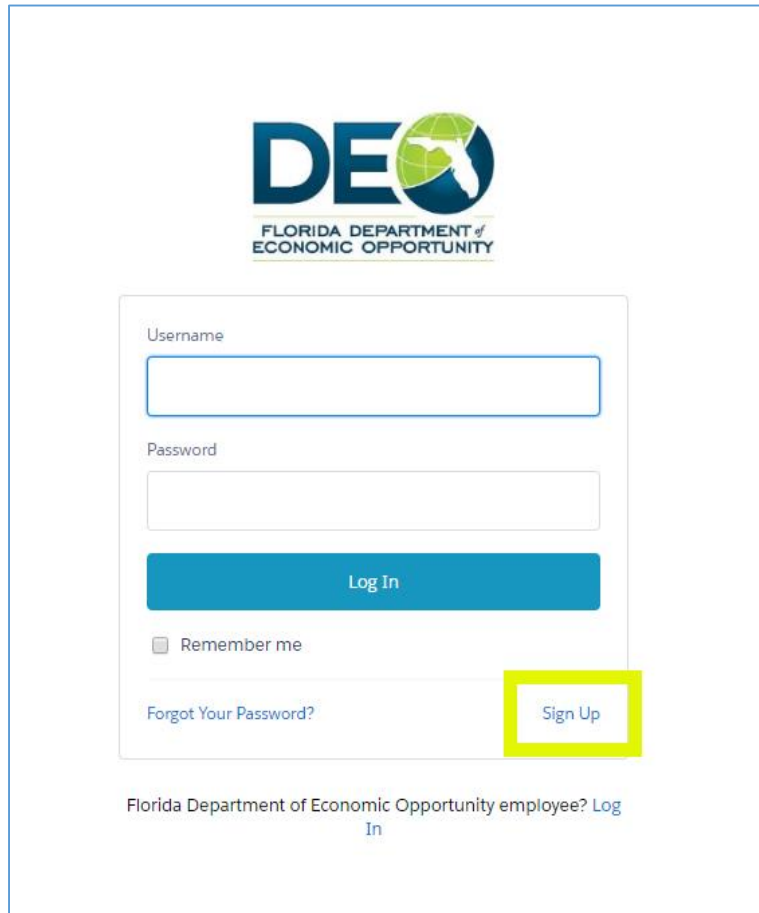


The Emergency Bridge Loan Program has been activated by the Governor in response to COVID-19. Businesses may apply for funding to bridge the gap between other sources of funding if impacted by COVID-19.

For additional questions regarding our loan programs, please call [833-832-4494](tel:833-832-4494) OR email FloridaBusinessLoanFund@deo.myflorida.com.

To complete a business damage assessment, please visit FloridaDisaster.BIZ.

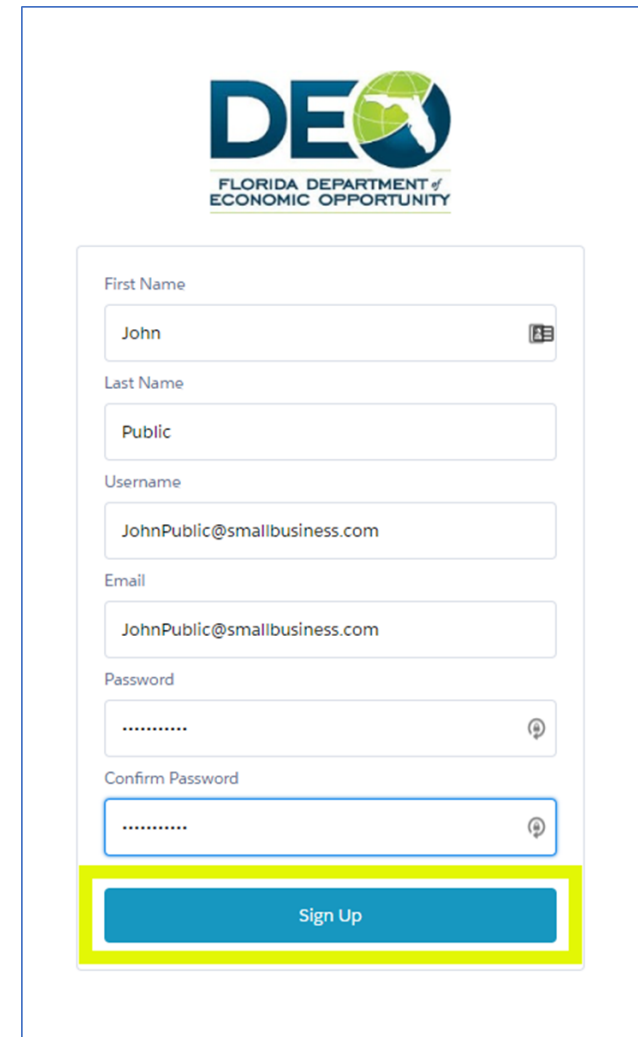
SIGN UP AND SIGN-IN



The screenshot shows the login page for the Florida Department of Economic Opportunity (DEO). At the top is the DEO logo with the text "FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY". Below the logo is a form with the following elements:

- A "Username" label above a text input field.
- A "Password" label above a text input field.
- A blue "Log In" button.
- A checkbox labeled "Remember me".
- A link "Forgot Your Password?".
- A "Sign Up" button, which is highlighted with a yellow box.

At the bottom of the form, there is a link: "Florida Department of Economic Opportunity employee? Log In".



The screenshot shows the sign-up page for the Florida Department of Economic Opportunity (DEO). At the top is the DEO logo with the text "FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY". Below the logo is a form with the following elements:

- A "First Name" label above a text input field containing "John".
- A "Last Name" label above a text input field containing "Public".
- A "Username" label above a text input field containing "JohnPublic@smallbusiness.com".
- An "Email" label above a text input field containing "JohnPublic@smallbusiness.com".
- A "Password" label above a text input field with masked characters and a password icon.
- A "Confirm Password" label above a text input field with masked characters and a password icon.
- A blue "Sign Up" button, which is highlighted with a yellow box.

- Username should be an email address.
- An email will be sent with a verification code.
- Once verified, the applicant will receive an email with the link to start the application.

LOGIN OR SIGN-UP



REBUILDING FLORIDA BUSINESSES

My Loan Applications [New Loan Application](#)

Click Here to Begin Your Application:



The Emergency Bridge Loan Program has been activated by the Governor in response to COVID-19. Businesses may apply for funding to bridge the gap between other sources of funding if impacted by COVID-19.

ELIGIBILITY QUESTIONS

ELIGIBILITY QUESTIONS

*Is the business located in Florida?

*Is the business owned and controlled by persons who are lawfully in the U.S.?

*Is the applicant legally able to contract debt?



TO BE ELIGIBLE FOR THE EMERGENCY BRIDGE LOAN, YOUR BUSINESS MUST BE:

1. A for-profit, privately held small business that maintains a place of business in the state of Florida and established prior to March 9, 2020.
2. A small business in a designated county in Florida. Eligible Florida counties per Executive Order 20-52 are: All Counties - Statewide.
3. A small business with 2 to 100 employees.
4. Must have paid in full previous loans received from the state emergency bridge loan program. Any outstanding bridge loan must be repaid in full prior to application submission for this event.

Submit

- All questions must be answered.

APPLICATION SECTION 1: APPLICANT INFORMATION

SECTION 1 APPLICANT INFORMATION

APPLICANT

Are you applying for the Emergency Bridge Loan? ⓘ

--None-- ▼

Was your business Impacted by COVID-19? If yes, please describe the Impacts.

Click the bottom right corner and drag to extend box.

Was your business Impacted by Hurricane Micheal or Hurricane Irma? If yes, please describe the Impacts.

Click the bottom right corner and drag to extend box.

Loan Type

--None-- ▼

Loan Purpose

Click the bottom right corner and drag to extend box.

Date

mm/dd/yyyy

*First Name

Joe ⓘ

*Last Name

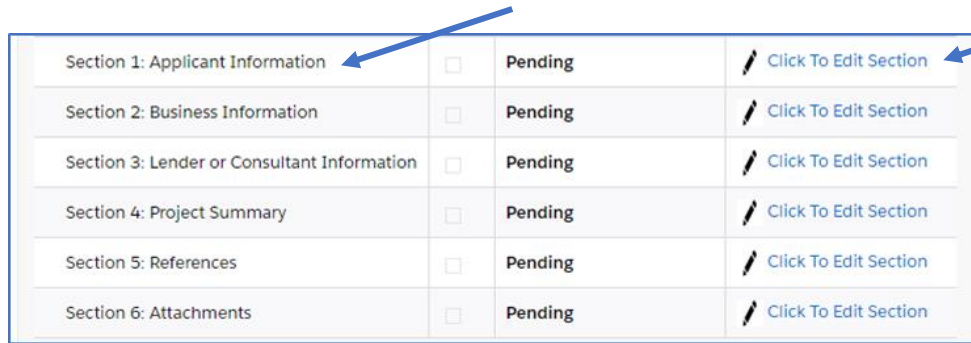
Smith

M.I.

M



APPLICATION SECTION 1: APPLICANT INFORMATION



Section 1: Applicant Information	<input type="checkbox"/>	Pending	Click To Edit Section
Section 2: Business Information	<input type="checkbox"/>	Pending	Click To Edit Section
Section 3: Lender or Consultant Information	<input type="checkbox"/>	Pending	Click To Edit Section
Section 4: Project Summary	<input type="checkbox"/>	Pending	Click To Edit Section
Section 5: References	<input type="checkbox"/>	Pending	Click To Edit Section
Section 6: Attachments	<input type="checkbox"/>	Pending	Click To Edit Section

- The applicant will need to click “Click to Edit Section” next to Section 1.

Existing Application:

- The Personal Identification (PID) number is the number associated with the application and eventually, the loan number, if approved.
- If the applicant has already started and/or completed a previous application, once logged in, the applicant will be able to see all previous loan applications. The application will be listed by a PID number under the tab “My Loan Applications”.
- The applicant can click on the PID number to edit the existing application if the application has not already been submitted.

APPLICATION SECTION 1: APPLICANT INFORMATION

SECTION 1 APPLICANT INFORMATION

APPLICANT

Are you applying for the Emergency Bridge Loan? ⓘ

--None-- ▼

Was your business Impacted by COVID-19? If yes, please describe the Impacts.

Click the bottom right corner and drag to extend box.

Was your business Impacted by Hurricane Micheal or Hurricane Irma? If yes, please describe the Impacts.

Click the bottom right corner and drag to extend box.

Loan Type

Express ▼

Date

mm/dd/yyyy

* First Name

Joe ⓘ

* Last Name


Smith

- Provide a brief description of how the business was impacted.
- Provide the date of the application.

APPLICATION SECTION 1: APPLICANT INFORMATION

I authorize DEO to undertake the following:

- 1. Verify at any time any information submitted by the applicant(s), third-party lender, or SBDC consultant
- 2. Obtain further information concerning the credit standing of the applicant(s)
- 3. Exchange such credit information with other interest parties as deemed necessary by DEO
- 4. Underwriting analysis, including but not limited to obtaining and verifying financial information on the applicant(s), and any additional information submitted by any third-party lender




- Disclaimer: The applicant must read the disclaimer and certify all the statements. The applicant must check all boxes next to the actions that may be taken by DEO.

*Signature of Disclaimer Acknowledged

*Applicant Initials

*Signature Date

For assistance with this application, please call 833-832-4494 OR email FloridaBusinessLoanFund@deo.myflor



- Once all questions have been answered, the applicant will need to click “Save”.

APPLICATION SECTION 1: APPLICANT INFORMATION

SMALL BUSINESS EMERGENCY BRIDGE LOAN APPLICATION & REBUILD FLORIDA BUSINESS LOAN FUND APPLICATION



To update application information, please select the buttons below for each Application Section.

Section 1: Applicant Information	<input checked="" type="checkbox"/>	Completed	Click To Edit Section
Section 2: Business Information	<input type="checkbox"/>	Pending	Click To Edit Section
Section 3: Lender or Consultant Information	<input type="checkbox"/>	Pending	Click To Edit Section
Section 4: Project Summary	<input checked="" type="checkbox"/>	Completed	Click To Edit Section
Section 5: References	<input checked="" type="checkbox"/>	Completed	Click To Edit Section
Section 6: Environmental Certification	<input checked="" type="checkbox"/>	Completed	Click To Edit Section
Section 7: Attachments	<input type="checkbox"/>	Pending	Click To Edit Section

Once you have completed all the sections, you will be able to submit your application.
Once you click submit, you will not be able to make any changes to this application.

For assistance with this application, please call 833-832-4494 OR email FloridaBusinessLoanFund@deo.myflorida.com.

[Submit Application](#)

Note: For the Small Business Emergency Bridge Loan, Sections 1-3 and Section 7 should be completed in full. The requested loan amount should be entered into the table in Section 4.

APPLICATION SECTION 2: BUSINESS INFORMATION

SECTION 2 BUSINESS INFORMATION

Business Information

*Legal Business Name


Trade Business Name

*Legal Business Name
Whitecastle

*Type Of Business
C Corp
--None--
C Corp
S Corp
LLC
LLP
Partnership
Sole Proprietor

Street

Click the bottom right corner and drag to extend box.



- Type of Business – Choose from the dropdown menu: C Corp, S Corp, LLC, LLP, Partnership or Sole Proprietor.

*Type Of Business
--None--

*Date Business Established
mm / dd / yyyy

*Business Address
Business Address 2


Click the bottom right corner and drag to extend box.


*City
State
Zip Code

*Phone #:
Email Address

APPLICATION SECTION 2: BUSINESS INFORMATION


FEIN:

RA# 

NAICS  [Link To NAICS](#)


Primary Product or Service:

Number of Employees

Has the Business or principal owner ever been turned down for a business loan?
 

More than one Owner?

If yes, how many owners?

Has the Business or principal owner ever been turned down for a business loan?
 

More than one Owner?

If yes, how many owners?

Owner 1

*Owner 1 Name(Principal Owner)

Owner 1 SSN

*Percentage of Ownership %

*Annual Compensation \$

Has Owner 1 ever filed bankruptcy or foreclosure?

If yes, when?

Have they ever been arrested or convicted of a felony?

If yes, when?

If yes, please provide additional details

Click the bottom right corner and drag to extend box.

Owner 1 Total Monthly Personal Debt \$

Owner 1 Total Monthly Business Debt \$

[Add Another Owner \(up to 4\)](#)

- Once all questions have been answered in each section, the applicant will need to click “Save”.

APPLICATION SECTION 3: LENDER OR CONSULTANT INFORMATION

SECTION 3 Lender or Consultant Information

You must complete either Third-Party Lender section, Florida Small Business Development Center Network (SBDC) section OR select the checkbox below if completing app

I am completing this application independently (without lender or consultant)

THIRD-PARTY LENDER INFORMATION

Complete this section if working with a third-party lender

*Lender Name

*Agent Name

Street Address

Street Address 2

City

State

Zip Code

*Phone #:

*Email Address

FEIN

FLORIDA SMALL BUSINESS DEVELOPMENT CENTER NETWORK INFORMATION

Complete this section if working with an SBDC consultant

*Florida Small Business Development Center Network (SBDC)

*Consultant Name

APPLICATION SECTION 4: PROJECT SUMMARY

Use	Source of Funding - DEO	Source of Funding - Third-Party Lender	Source of Funding - Equity	Total
Working Capital	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Acquisition of Land	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Line of Credit	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Purchase Furniture, Fixture, and Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Secured Asset	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Purchase Order	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Renovation, Expansion, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Purchase Inventory	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Seasonal Financing	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Business Acquisition	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Real Estate	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Business Expansion	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Refinance Business Debt	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Machinery and Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Debt Refinancing	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Landscape and Property Improvement	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00

- Input the amount applicant requested in the “Source of Funding-DEO”. If an amount isn’t on the application, please ask applicant to input the loan amount they are requesting.

APPLICATION SECTION 7: ATTACHMENTS

PLEASE MAKE SURE EACH ATTACHMENT HAS THE TITLE OF THE DOCUMENT AS THE FILE NAME

All required fields in the online application (those with a red *)

All required supporting documentation:

1. Business Tax Returns – At a minimum, copies of the previous two years federal income tax returns for the applicant business, including all schedules. – name as **business tax return year XXXX**
2. Employer Tax Documentation, i.e., IRS Form 941, IRS Form, IRS Form W-2s and/or IRS Form 1099-MISC for a minimum of two employees – name as **employer tax document**
3. Individual Tax Returns: At a minimum, copies of the previous two years federal income tax returns (IRS Form 1040 and all schedules) – name as **individual tax return year XXXX**

APPLICATION SECTION 7: ATTACHMENTS

PLEASE MAKE SURE EACH ATTACHMENT HAS THE TITLE OF THE DOCUMENTS AS THE FILE NAME

Applicant may voluntarily provide additional information that will add context and assist the loan committee in making an informed loan decision. Additional information may include:

- * Interim financial statements (profit & loss) for the current year-to-date – name as **interim financial statement**
- Additional filing requirements providing monthly sales figures – name as **sales figures**
- Explanation of credit report concerns and issues – name as **credit report issues**

APPLICATION SECTION 7: ATTACHMENTS

PLEASE MAKE SURE EACH ATTACHMENT HAS THE TITLE OF THE DOCUMENTS AS THE FILE NAME








Other documents that may be included in the application

- Valid ID for each owner - **ID for (owner one's name)**
- Current County Business License – **business license**
- Previous 6 months bank statements of all business accounts – **bank statements**
- Income statement from the previous three years – **income statements**
- Personal financial statements of owner(s) – **personal financial statements**
- Business financial statements of owner(s) - **business financial statements**
- Business liability policy – **liability policy**
- Listing of all outstanding liabilities – **outstanding liabilities**
- Credit check authorization – **credit check**

COMPLETED APPLICATION

REBUILD FLORIDA BUSINESS LOAN FUND APPLICATION

To update application information, please select the buttons below for each Application Section.

Section 1: Applicant Information	✓	Completed	 Click To Edit Section
Section 2: Business Information	✓	Completed	 Click To Edit Section
Section 3: Lender or Consultant Information	✓	Completed	 Click To Edit Section
Section 4: Project Summary	✓	Completed	 Click To Edit Section
Section 5: References	✓	Completed	 Click To Edit Section
Section 6: Environmental Certification	✓	Completed	 Click To Edit Section
Section 7: Attachments	✓	Completed	 Click To Edit Section

Once you have completed all the sections, you will be able to submit your application.
Once you click submit, you will not be able to make any changes to this application.

For assistance with this application, please call [833-832-4494](tel:833-832-4494) OR email FloridaBusinessLoanFund@deo.myflorida.com.

[Submit Application](#)

CONTACT



Contact: FloridaBusinessLoanFund@deo.myflorida.com

Toll Free: 1-833-832-4494